|  |
| --- |
| **Police Staff** **Systems Coordinator** **People Services** **Role Definition:WP104 / 20499** |

**ROLE DEFINITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dept / Area Command: | People Services | http://domcms/icons/ecblank.gif | Section: | People Acquisition & Resourcing |
| Post Title: | Systems Coordinator | http://domcms/icons/ecblank.gif | Post Reference: | WP104 / 20499 |
| Post Grade: | Grade F | http://domcms/icons/ecblank.gif | Location: | Forth Banks and home working |
| Car User Status: |  | http://domcms/icons/ecblank.gif | Telephone Allowance: |  |
| Shift Allowance: |  | http://domcms/icons/ecblank.gif | Standby Allowance: |  |
| Weekend Enhancement: |  | http://domcms/icons/ecblank.gif | Contractual Overtime: |  |
| Line Manager: | People Systems & Analytics Manager | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | Provide a comprehensive maintenance and configuration service for People Services core systems and associated business processes to ensure the relevance, timeliness and accuracy of all aspects of workforce data is guaranteed at all times. | | | |

**Key Responsibilities:-**

**1. Configure and maintain core People Services system and associated business processes to enable accurate control of establishment, training and competency data and support forecasting and succession planning.**

**2. Undertake the production of all establishment and people metrics reports to ensure accurate information is produced in support of management decision making.**

**3. Coordinate the necessary system updates and support activities and liaise with key stakeholders to ensure resourcing and recruitment processes are in place to effectively meet Force requirements.**

**4. Assist in the primary analysis of people metrics for planning and resourcing purposes to support decision making.**

**5. Develop and maintain a detailed knowledge base of resource movement and utilisation across the force to support workforce planning activity and resource deployment.**

**6. Support the development and improvement of People Services core systems and associated data sets by liaising with key stakeholders.**

**7. Ensure that establishment and people performance data is captured and reported on core systems to ensure accurate reporting.**

**8. Monitor quality of People Services data by identifying gaps and implementing solutions to ensure data is accurate and reliable.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**